

Crafton Hills College Distance Education Program Committee Minutes

Date: March 25, 2026
Time: 2:00 – 3:00 PM
Location: LRC 135
Next Meeting: April 8, 2026

[Membership](#)

[Committee Norms](#)

Members:

Adams, Matthew (Faculty)	Mello, Brandice (District DE Team)	Southerland-Amsden, Frances (CS rep)
Brighton, Breanna (Faculty)	Oxendine, Aaron (Technology Services)	Thronson, Glen (Faculty)
Brink, T.L. (Faculty)	McAtee, Robert (Faculty/Counseling)	White, Matthew (SAS)
Coats, Cherishea (District DE Team)	Parsons, Toni (Associate Dean, Instructional Support Services)	Wurtz, Keith (VPI/ALO)
DiPonio, Gwen (Curriculum)	Riggs, Michelle (Institutional Advancement)	Zuniga, Ruby (CSEA, OEIRP)
Gaddy, Duran (Faculty)	Rolle, Christian (Student Senate)	
Hamlett, Cynthia (Chair, Interim Distance Education Director)	Simonson, Kristi (Web Developer)	
Harris, Kashaunda (PDC)	Sosa, Gio (Dean, IERP)	

Charge:

The Distance Education Program Committee ensures that distance education at CHC is equitable, high quality, and guided by evidence-based decision making. It develops, reviews, and assesses policies and practices using data, assessment results, student feedback, and research to guide improvement. Working with faculty, students, staff, departments, and other committees, DEP aligns distance education with the college's equity, diversity, and student success goals while addressing barriers in technology, resources, and support. The committee makes recommendations on pathways, technologies, professional development, instructional practices, and evolving external standards to strengthen the CHC distance education program. It also assists in reviewing and verifying DE instructor training, in collaboration with SBVC, to ensure regulatory compliance. Additional responsibilities include maintaining and updating DE resources such as the CHC DE website, micro-courses, and training; contributing to regular review of the CHC Distance Education Plan; and serving as a liaison to the CVC, DECO, and District DE to keep the campus informed about progress and outcomes.

Preliminary Business

TOPIC	DISCUSSION	ACTION
Call to Order:		2:05
Review 3/25/2026 minutes	3-25-2026 Minutes	Approved

Reports & Questions from the Constituency

CONSTITUENT	REPORT/QUESTION	NOTES
 DEP Chair	March 20, 2026 CCCDECO Meeting: Meeting Slides AI Literacy for Educators @ONE course flyer	
 District DE Team	None	
 Administration	Toni: CHC librarians are working on an AI Literacy course for students	
 OIERP	None	
 POCR	POCR is working on AI Policy and Privacy & Security statement templates for faculty who go through POCR with the upcoming revised rubric. We will also be offering versions of the RSI syllabus elements , Canvas page , and Canvas module templates. Other items such as an RSI checklist, home page template, and welcome announcement template are in the works.	
 General Announcements		

New & Ongoing Business

ITEM	RECOMMENDATION & DISCUSSION	ACTION
Last quick review of recertification proposal	This will tentatively go to the Academic Senate at the April 8 meeting. A final review will help ensure we are bringing the best version. DE refresh/recert proposal	Edits were made; this will go to Senate for further comment.

Faculty-facing DE website	This time we'll focus on the front page (Online Teaching - more specifics for Kristi) and the Online Teaching Resources page If we get to it: Should the Distance Education Training & Facilitated DE Professional Development Courses pages be merged? • The OER Resources page will be updated by the OER team going forward. • Accessibility Help for Online Faculty will be continue to be managed by SAS. The Academic Integrity Online page is in the process of being rebuilt. Departments chairs have been asked to weigh in regarding academic integrity practices specific to their departments/disciplines • DE faculty survey	Tabled (again) until a future meeting
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Concluding Business

ITEM	NOTES	ACTION
Other business		
Adjourn:		3:00

Standing Items

ITEM	NOTES	ACTION
✂ DEP 2025-2026 Committee Goals	Ongoing assessment of committee goals	
✂ Distance Education 2025 Program and Planning Review	Ongoing assessment of DE PPR Goals and Objectives	

Mission Statement

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision Statement

To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Institutional Values

We rely on the following values to support our vision and mission:

Respect: To champion active listening and open dialogue within our community.

Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.

Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.

Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.